

18 MAR 1970

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C-O-N-F-I-D-E-N-T-I-A-L

6 March 1970

OFFICE OF PERSONNEL MEMORANDUM NO. 20-31-21 (Supplement 1)

SUBJECT: Temporary Promotions for Prevailing Rate Employees

1. GENERAL

Temporary promotions are used to provide a means of meeting a situation requiring the temporary service of a prevailing rate employee in a higher rated position. These higher rated positions usually involve supervisory tours of limited duration either in headquarters or in the field. The employee will eventually be required to return to a lower rated position with an appropriate pay rate for the skills he can continue to perform.

2. NOTICE OF TEMPORARY PROMOTIONS

An employee selected for a temporary promotion must be informed, in advance of the promotion, of the circumstances that make it a temporary promotion. He must be advised that he may be required to return to a position at the then current rate for his skill if upon completion of his assignment in the higher rated position there is no available position at the higher rating. There must be written documentation showing that the employee has full knowledge of the conditions of his temporary promotion, and he must sign an agreement to accept a reduction to his non-supervisory rate. This will not bar recognition of newly acquired skills or assignment to other positions which may be available at rates equal to or below his temporary rate.

3. LENGTH OF TEMPORARY PROMOTION

The employee may be temporarily promoted for the expected duration of the need for his services in the higher rated position, but the initial period may not exceed two years (exclusive of extensions, home leave, etc.) On completion of an assignment (including home leave where applicable) he will be returned to a position of his previous rating at the then current pay rate, or another higher rated position, where available. An employee may extend for additional periods of a year or less without being entitled to a saved pay rate upon return to his previous lower-rate position. However, if the employee extends so

Group 1  
Excluded from Automatic  
Downgrading and  
Declassification

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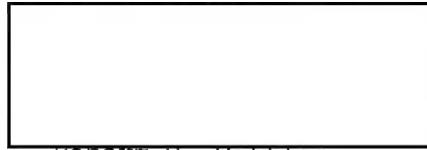
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that temporary promotion time (including home leave) equals 42 months or more he will become entitled to a saved pay rate as provided in OPM 20-31-21.

4. ENDING A TEMPORARY PROMOTION

When the circumstances require the extension of the temporary assignment for a second two-year tour or beyond 42 months, an action to make the promotion permanent should be processed. Otherwise, temporary promotions automatically end upon approval of a personnel action making reassignment to a position of lower rating. Such reassignment action must be forwarded for approval of the Director of Personnel with a current effective date proposed.



ROBERT S. WATTLES  
Director of Personnel

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